

STATE OF MICHIGAN INTERNSHIP PROGRAM
UNPAID INTERNSHIP DESCRIPTION



INTERNSHIP HOST INFORMATION

State Department / Agency: Department of Human Services

State Division / Office: Office of Organizational Services

Location of Internship: Lansing

INTERNSHIP SCHEDULE

Internship Time Period: All Semesters

Internship Hours Requested Per Week: 20
hours per week

PREFERRED EDUCATION

Major / Minor: Business Administration, Human Resource Management

Level of Education: Open to Undergraduates and Graduates

Preferred Skills / Qualifications:

- Organizational, writing and communication skills

Through this internship, student intern will develop or further strengthen the following competencies:

<input checked="" type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input type="checkbox"/> Initiating Action
<input type="checkbox"/> Building Strategic Working Relationships	<input type="checkbox"/> Contributing to Team Success	<input checked="" type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input checked="" type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input type="checkbox"/> Decision Making	<input type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION

Internship Title: Human Resources Process/Development Intern

Intern Responsibilities / Projects:

- Work with managers and staff on hiring processes
- Assist in the development of an on-boarding process
- Develop organization processes to better utilize staff skills and strengths
- Assist staff in occupancy standards
- Assist in the deployment of policy and procedures to better processes

APPLICATION PROCESS

Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to:
MCSC-CareerServices@michigan.gov or 517-373-7690 (fax).

With questions or for more information about the State of Michigan Internship Program, please contact:
Brian J. Partie, Jr. Senior Career Consultant – College / University Relations
Career Services, Civil Service Commission, 517-373-3811, partieb@michigan.gov